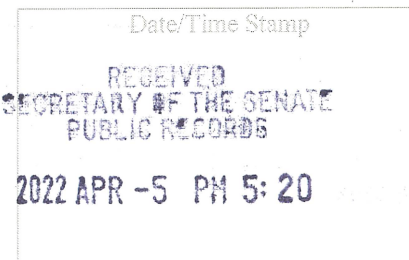


# COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION



**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Megan Reiss

Employing Office/Committee: Office of Senator Romney

Travel Expenses Paid by (List all sources): World Vision, Inc

Travel Date(s): October 21-22, 2021

Description/Title of Attached Forms: Revised RE-2 , original RE-2

PSTCF , Itinerary , World Vision Invite Letter

List of Senate Invitees , RE-1 , original Ethics Approval

Purpose of Amendment (describe the reason for amending original submission):

World Vision, Inc. updated the expense for meals due to a miscalculation

4/5/22

(Date)

  
(Signature of Traveler)

Date/Time Stamp:

**Employee Post-Travel Disclosure of Travel Expenses**

**Post-Travel Filing Instructions:** Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

World Vision, Inc.

Private Sponsor(s) (list all):

Travel date(s): **October 21-22, 2021**

Name of accompanying family member (if any):

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

**Expenses for Employee:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	149: \$79 (Amtrak one way, \$70 van w/in NYC)	\$252	\$145	\$105 (Room rental and AV)

**Expenses for Accompanying Spouse or Dependent Child (if applicable):**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. *See Senate Rule 35.2(c)(6).* (Attach additional pages if necessary.): **See Itinerary**

4/5/22  
(Date)

Megan Reiss  
(Printed name of traveler)

Megan Reiss  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

4/5/22  
(Date)

Michael Romney  
(Signature of Supervising Senator/Officer)



# Employee Post-Travel Disclosure of Travel Expenses

Original

**Post-Travel Filing Instructions:** Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1). **AND**  
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): World Vision Inc

Travel date(s): October 21-22, 2021

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$145	\$254.81	\$165.20	\$111.93 (Room rental and AV)
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): All meetings and events attended are detailed on the attached itinerary.

11/17/21  
(Date)

Megan Reiss  
(Printed name of traveler)

Megan  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11/17/2021  
(Date)

M: H Romney  
(Signature of Supervising Senator/Officer)

Form RE-2

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- 
1. Sponsor(s) of the trip (please list all sponsors): World Vision Inc
- 
2. Description of the trip: The trip will educate staff on the work of the United Nations in women and children's health, which is supported by U.S. foreign assistance.
- 
3. Dates of travel: October 21-22, 2021
- 
4. Place of travel: New York, New York
- 
5. Name and title of Senate invitees: See appendix A
- 
6. I *certify* that the trip fits one of the following categories:
- ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR –
- ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND –
- ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND –
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



**9. USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

**10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

World Vision has had the sole responsibility of organizing and conducting the trip, including supporting all trip expenses.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

World Vision is a child-focused international humanitarian and development organization working in nearly 100 countries. In many countries, World Vision partners with U.N. agencies. World Vision seeks through this trip to educate staff on the mission and work of the U.N. and how it aligns with World Vision's work.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

World Vision has sponsored several international trips for congressional staff over the past 7-8 years, most recently to Malawi (2019). World Vision has not sponsored a domestic congressional trip in recent years.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

World Vision engages on a broad range of educational activities directed toward Congressional staff, including educational briefings, one on one meetings, production of policy papers, and learning trip opportunities.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$149: \$79 (Amtrak one-way train ticket) \$70 (Van transport within NYC)	\$252	\$145	\$105 (Room rental and A/V)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip has been arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

New York City is the location of the U.N. headquarters and related offices/agencies.

19. Name and location of hotel or other lodging facility:

Westin New York Grand Central, 212 East 42nd Street, New York, NY 10017

20. Reason(s) for selecting hotel or other lodging facility:

It is within walking distance of UN headquarters and aligned with GSA domestic per diem requirements

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging expenses will be less than the per diem rate for FY2022 (\$286). We estimate we will be near the maximum per diem for meals and incidentals.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

One way transportation will be provided between Washington DC and NYC on Amtrak Acela business class. In New York, the means of transportation will be via a rented van that can accomodate the group

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Lisa Bos, Director of Government Relations

Name of Organization: World Vision Inc

Address: 300 I Street NE, Washington, DC 20002

Telephone Number: 202-572-6545

Fax Number:

E-mail Address: lbos@worldvision.org



**World Vision NYC Congressional Staff Learning Trip:  
October 21 and 22, 2021**

**October 21, 2021**

2:50 p.m. – Amtrak Acela Departs Union Station. Pre-reads available to review on train.

5:49 p.m. – Arrival at Moynihan Train Hall, New York City

6:00 p.m. – 6:30 p.m. – Transit to hotel and check in  
Westin New York Grand Central  
212 East 42nd Street  
New York NY 10017

7:00 p.m. – 9:00 p.m. – Working welcome dinner (Westin 3<sup>rd</sup> Floor, Ambassador Room): The Work of the United Nations in Addressing the Needs of Women and Children. Participants in the dinner will hear from the World Vision UN Office, United Nations Population Fund (UNFPA), United Nations Children's Fund (UNICEF), and the World Health Organization (WHO) about their work in meeting the needs of vulnerable women and girls around the world.

**Dinner Speakers:**

- Lisa Bos, World Vision US
- Stewart Simonson, Assistant Director-General of the World Health Organization
- Sang Silano, UNICEF USA's VP of Foundation Partnerships
- Ian McFarlane, Director, Division for Communications and Strategic Partnerships, UNFPA

Overnight – Westin New York Grand Central

**October 22, 2021**

8:00 a.m. – Meet in hotel lobby, room check out

8:30 a.m. – 9:45 a.m. – Working breakfast with U.S. United Nations (USUN) Mission representative Jeffrey DeLaurentis, Alternative Representative for Special Political Affairs. Congressional staff will learn more about the role of the USUN mission and current U.S. government priorities within the United Nations, including women and girls and recent conflicts/crisis. (Westin Grand Central, Track 61, 3rd Floor. Note: breakfast service will begin at 8:00)



10:00 a.m. – 11:45 a.m. – Presentations from UNFPA on their mission and work around the world. Staff will learn more about how UNFPA responds to the critical needs of women and girls, including through partnerships with faith-based organizations. (Westin Grand Central)

- Presentation 1: Saving Women's Lives: UNFPA Stories from the Field  
Speakers - Andrew Billo and Emily Krasnor, UNFPA, with short videos from the field from Debora Rodrigues (Brazil) and Rascha Albaba (Jordan).
- Presentation 2: UNFPA and the Three Zeros (presentation focused on the three zeroes of UNFPA's work; zero unmet need for family planning, zero preventable maternal deaths, and zero GBV including child marriage and female genital mutilation).

12:00 p.m. – 1:45 p.m. – Working lunch. Discussion topic: Building a Healthier World: The Power of Immunizations. This session will focus on the work of the UN, WHO and partners (including the private sector) in delivering life-saving vaccines around the world. Staff will learn more about successful public-private partnerships around both childhood immunizations and progress in delivering the COVID-10 vaccines (Westin Grand Central)

Speakers:

- Stewart Simonson, Assistant Director-General of the World Health Organization
- Dr. Luwei Pearson and Viorica Berdaga, UNICEF

2:00 p.m. – Depart Westin for Moynihan Station

3:00 p.m. – Depart on Acela back to DC

6:00 p.m. – Arrival in DC



Thursday, September 16, 2021

Megan Reiss  
National Security Policy Adviser  
Sen. Mitt Romney (R-UT)

Dear Megan,

World Vision is pleased to invite you on a bipartisan, bicameral Staff Learning Trip to New York City, where you will have the opportunity to learn more about the role of the United Nations in addressing global poverty, maintaining international peace and security, and promoting human rights, with a particular focus on UN programs addressing the needs of women and children. The trip will take place from **October 21 - 22, 2021**.

As a founding member of the United Nations and host of its headquarters, the United States has played an important leadership role in the organization for more than seventy years. The United States also remains the largest donor to the United Nations, contributing roughly \$11 billion in 2019. This represents about [one-fifth](#) of the annual US foreign aid budget. From peacekeeping missions that promote stability, to its work on nonproliferation, counterterrorism, human rights, and humanitarian relief and development, the UN is a force-multiplier for US foreign assistance.

In New York, you'll have the chance to tour the United Nations, meet with the USUN Mission, and learn more about the work of UN agencies like UNFPA and UNICEF to address the needs of women and children globally. Please see the attached draft trip itinerary for more details and please reach out if you have any questions.

I hope that you will be able to participate in this educational and exciting trip.

Sincerely,

Robert Zachritz  
Vice President of Advocacy  
World Vision US

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*World Vision is a Christian humanitarian organization conducting relief, development, and advocacy activities in its work with children, families, and their communities in nearly 100 countries to help them reach their full potential by tackling the causes of poverty and injustice. World Vision serves all people regardless of religion, race, ethnicity, or gender.*

Staff Name	Gender	Office	Party
<b>Tier 1</b>			
Meghan Gallagher (committee staff)	F	HFAC Minority	Republican
Anna Dietderich (FP LA)	F	Sen. Murkowski (R-AK)	Republican
Brandt Anderson (FP LA)	M	Sen. Young (R-IN)	Republican
Molly Joseph (FP LA)	F	Rep. Wagner (R-MO)	Republican
Will Green (New FP LA)	M	Sen. Rubio (R-FL)	Republican
Nathan Heiman (LD, FP, Women's Issues)	M	Sen. Moran (R-KS)	Republican
Nate Riggins (FP LA)	M	Rep. Andy Kim (D-NJ)	Democrat
Brandon Mendoza	M	Rep. Jacobs (D-CA)	Democrat
Sophie Jones (FP LA)	F	Rep. Jacobs (D-CA)	Democrat
Abbie Killian (LA, Women's Issues)	F	Rep. Allred (D-TX)	Democrat
Will Rogers (Deputy LD, FP)	M	Sen. Schatz (D-HI)	Democrat
Salvador Ortega (FP LA)	M	Sen. Boozman (R-AR)	Republican
Maggie Miller (LC Women's Issues, Abortion)	F	Sen. Ernst (R-IA)	Republican
Sarita Vanka (committee staff)	F	SFOPS minority	Republican
Rachel Emmons (LA Women's Issues)	F	Rep. Perry (R-PA)	Republican
<b>Tier 2</b>			
Mechelle Philip (LA, women's issues)	F	Rep. Young Kim (R-CA)	Republican
Colin Timmerman	M	Rep. Young Kim (R-CA)	Republican
Megan Ruane (LA, FP, Women's Issues)	F	Rep. Dean (D-PA)	Democrat
Julian Fleischman (SLA, FP)	M	Rep. Meijer (HFAC)	Republican
Hunt VanderToll (LD, FP)	M	Andy Barr (R-KY)	Republican
Caitriona Rafferty (Women's Issues LA)	F	Rep. Waltz (R-FL)	Republican
Bubba White (LA, FP)	M	Rep. Guest (R-MS)	Republican
Carter Thompson	M	Sen. Coons (D-DE)	Democrat



Alexandra "Allie" Davis (LA, Approps)	F	Sen. Coons (D-DE)	Democrat
Michael DeFilippis (LD, FP)	M	Rep. Malliotakis (R-NY)	Republican
Jimmy Stringer (Senior Policy Advisor, FP)	M	Sen. Hyde-Smith (R-MS)	Republican
Dana Richter (Senior Policy Advisor, health)	M	Sen. Capito (R-WV)	Republican
Maggie Angel (LA, FP)	F	Sen. Durbin (D-IL)	Democrat
Daphne McCurdy (FP Adviser)	F	Sen. Merkley (D-OR)	Democrat
Will Strother (Senior LA, FP)	M	Rep. Burchett (R-TN)	Republican
<b>Tier 3</b>			
Sam Trizza (LC, FP)	M	Sen. Inhofe (R-OK)	Republican
Lauren Canfield (LA, FP)	F	Sen. Tillis (R-NC)	Republican
Robert Zarate (NS advisor)	M	Sen. Hagerty (R-TN)	Republican
Mike Lucier (LD, FP)	M	Rep. Wexton (D-VA)	Democrat
Liam Tuveson (LA, FP, Women's Issues)	M	Rep. Walorski (R-IN)	Republican
Emma Norvell (acting LD)	F	Rep. Houlihan (D-PA)	Democrat
Jessica Elledge (Senior Adviser, FP)	F	Sen. Murphy (D-CT)	Democrat
Adrianna Lagorio (Senior LA, FP Women's Issues)	F	Rep. Herrera Beutler (R-WA)	Republican
Morgan Murphy (LA, FP)	F	Sen. Tuberville (R-AL)	Republican
Josh Altman (LA, FP)	M	Sen. Ossoff (D-GA)	Democrat
Naomi Plasky (LA, Health)	F	Sen. Warnock (D-GA)	Democrat
Megan Reiss (policy advisor, NS, FP)	F	Sen. Romney (R-UT)	Republican

## Status

## Email

## Relevant Committee(s)

Relevant Committee(s)	Email	Status
RM, HFAC	<a href="mailto:Meghan.Gallagher@mail.house.gov">Meghan.Gallagher@mail.house.gov</a>	
Senate Appropriations	<a href="mailto:Anna.Dietderich@murkowski.senate.gov">Anna.Dietderich@murkowski.senate.gov</a>	
SFRC	<a href="mailto:brandt_anderson@young.senate.gov">brandt_anderson@young.senate.gov</a>	
HFAC	<a href="mailto:molly.joseph@mail.house.gov">molly.joseph@mail.house.gov</a>	
SFRC	<a href="mailto:will_green@rubio.senate.gov">will_green@rubio.senate.gov</a>	
SFOPS	<a href="mailto:nathan_heiman@moran.senate.gov">nathan_heiman@moran.senate.gov</a>	
HFAC, IO subcommittee	<a href="mailto:nathan.riggins@mail.house.gov">nathan.riggins@mail.house.gov</a>	
HFAC, IO subcommittee	<a href="mailto:Brandon.Mendoza@mail.house.gov">Brandon.Mendoza@mail.house.gov</a>	
HFAC, IO subcommittee	<a href="mailto:sophie.jones@mail.house.gov">sophie.jones@mail.house.gov</a>	
HFAC	<a href="mailto:abbie.killian@mail.house.gov">abbie.killian@mail.house.gov</a>	
SFRC	<a href="mailto:will_rogers@schatz.senate.gov">will_rogers@schatz.senate.gov</a>	
Appropriations	<a href="mailto:salvador_ortega@boozman.senate.gov">salvador_ortega@boozman.senate.gov</a>	
Senate Ag, Armed Services	<a href="mailto:maggie_miller@ernst.senate.gov">maggie_miller@ernst.senate.gov</a>	
SFOPS	<a href="mailto:sarita_vanka@apro.senate.gov">sarita_vanka@apro.senate.gov</a>	
HFAC	<a href="mailto:rachel.emmons@mail.house.gov">rachel.emmons@mail.house.gov</a>	
HFAC	<a href="mailto:mechelle.philip@mail.house.gov">mechelle.philip@mail.house.gov</a>	
HFAC	<a href="mailto:colin.timmerman@mail.house.gov">colin.timmerman@mail.house.gov</a>	
Co-chair Women's Issues Caucus	<a href="mailto:megan.ruane@mail.house.gov">megan.ruane@mail.house.gov</a>	
HFAC	<a href="mailto:julian.fleischman@mail.house.gov">julian.fleischman@mail.house.gov</a>	
HFAC	<a href="mailto:hunt.vandertoll@mail.house.gov">hunt.vandertoll@mail.house.gov</a>	
House Armed Services	<a href="mailto:caitriona.rafferty@mail.house.gov">caitriona.rafferty@mail.house.gov</a>	
House Homeland Security	<a href="mailto:bubba.white@mail.house.gov">bubba.white@mail.house.gov</a>	
SFOPS chair, SFRC	<a href="mailto:Carter_Thompson@coons.senate.gov">Carter_Thompson@coons.senate.gov</a>	

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alexandra\_davis@coons.senate.gov  
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Senate Appropriations  
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RM, Armed Services  
Sam.Trizza@inhofe.senate.gov

Senate Armed Services, Judiciary  
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mike.lucier@mail.house.gov  
Women's Issues Caucus  
liam.tuveson@mail.house.gov  
HFAC  
emma.norvell@mail.house.gov  
SFOPS  
jessica.elledge@murphy.senate.gov  
House Appropriations  
adrianna.lagorio@mail.house.gov  
Senate Ag, Armed Services  
morgan.murphy@tuberville.senate.gov  
Senate Judiciary, Homeland  
Security Rules  
josh.altman@ossoff.senate.gov  
Senate Ag  
naomi.plasky@warnock.senate.gov  
SFRC  
megan.reiss@romney.senate.gov



**Notes**

[REDACTED]

[REDACTED]

Print This Form...

Clear Form

Date/Time Stamp:

**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Megan ReissEmploying Office/Committee: Senator Mitt RomneyPrivate Sponsor(s) (list all): World Vision IncTravel date(s): October 21 and 22, 2021

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): New York, New York

Explain how this trip is specifically connected to the traveler's official or representational duties:

The trip will focus on the work of the United Nations with respect to women and children's health globally. My job in Senator Romney's office is as his National Security Policy Advisor, where I oversee his foreign policy and defense policy portfolios, including for his role on SFRC. This trip falls within SFRC jurisdiction.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9/29/21  
(Date)

Megan Reiss  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Sen. Mitt Romney hereby authorize Megan Reiss  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

09/29/2021  
(Date)

Mitt Romney  
(Signature of Supervising Senator/Officer)

# United States Senate

## SELECT COMMITTEE ON ETHICS

HART SENATE OFFICE BUILDING, ROOM 220  
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October 14, 2021

Megan Reiss  
Office of Senator Mitt Romney  
United States Senate  
Washington, DC 20510

Dear Dr. Reiss:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel on a fact-finding trip in New York, New York, on October 21–22, 2021, sponsored by World Vision, Inc. Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from World Vision, Inc. in connection with this trip.

### Background

Based on your communication with the Committee, the background in this matter is as follows.<sup>1</sup> You are employed as the National Security Policy Advisor in the Office of Senator Mitt Romney. World Vision, Inc. invited you to travel on a fact-finding trip in New York, New York, on October 21–22, 2021. World Vision, Inc. certified to the Committee that it will pay the necessary expenses<sup>2</sup> related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. World Vision, Inc. has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.<sup>3</sup>

Additionally, you inform the Committee that you plan to extend your trip for a personal purpose. Based on the information you submitted, the Committee understands that, for a personal purpose, you intend to extend your trip in New York, New York for less than one day after the conclusion of officially related events. The Committee also understands that you will pay for your return transportation to Washington, DC. In addition, you must personally pay the cost of any additional expenses incurred as a result of extending your trip.

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<sup>1</sup> If this letter does not correctly recite the facts, contact the Committee immediately.

<sup>2</sup> The term “necessary expenses” has a specific definition. *See Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>3</sup> The term “any point throughout your trip” has a specific definition. *See id.* at 2.



### Discussion

Privately-sponsored travel includes any gift of travel and travel-related expenses for travel outside the Senate duty station, including transportation, lodging, food and refreshments, and conference fees and materials, whether paid for directly, reimbursed, or provided directly, from a private individual or entity, in connection with a Member's, officer's, or employee's official Senate duties. Incorporating reforms from the Honest Leadership and Open Government Act of 2007 (HLOGA), Pub. L. 110-81 (2007), Senate Rule 35.2 permits Members, officers, and employees to accept privately-sponsored travel only with the prior written approval of the Committee.

The Committee's approval process is governed by the *Regulations and Guidelines for Privately-Sponsored Travel and Glossary of Terms* (collectively, *Travel Regulations*). The *Travel Regulations* contain detailed requirements regarding who may sponsor travel; time limits for trips; and the type and amount of expenses that can be reimbursed.

Entities that do not retain or employ a lobbyist or foreign agent and all non-profit organizations designated as tax-exempt organizations under § 501(c)(3) of the Internal Revenue Code of 1986, regardless of whether they retain or employ a lobbyist or foreign agent, may sponsor domestic trips for up to three days. The three-day limitation means three 24-hour periods, calculated from the time of arrival in the trip location to the time of departure from the trip location. For such trips, neither lobbyists nor foreign agents may accompany a Senate invitee at any point throughout the trip, other than in a *de minimis* way.<sup>4</sup> This means that neither lobbyists nor foreign agents may accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited.<sup>5</sup>

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**<sup>6</sup>

Consistent with these standards and Committee precedent, World Vision, Inc.'s factual representations, and the guidance contained in this letter regarding extending your trip for a personal purpose, it appears that it is permissible for you to accept necessary expenses from World Vision, Inc. in connection with this trip, provided that the actual travel and travel-related

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<sup>4</sup> The term "*de minimis*" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 3.

<sup>5</sup> See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel* at 5; see also *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2-3.

<sup>6</sup> Trip extensions for any purpose do not extend this deadline.




expenses conform to the information and materials you provided, and the travel and all required documents are disclosed to the Secretary of the Senate (Office of Public Records).

Finally, Senate Rule 34 requires a reporting individual,<sup>7</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$415 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Shannon Hamilton Kopplin  
Chief Counsel and Staff Director

Enclosure: Travel Checklist

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<sup>7</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$132,552 for CY 2021) or is a political fund designee and is required to file Financial Disclosure Reports.